



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DEPUTY WARDEN

Job Number: 20000667

Job Code: 22630V120116

Job Group: 2200 - CORRECTIONS

Job Established: 06/16/1982

Job Revised: 01/16/2012

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers and supervises one or more of the administrative, operations and/or treatment programs at a correctional facility housing inmates; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of administrative experience in corrections or law enforcement and two years of experience in the supervision of employees.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the correctional administrative or related experience. A Ph.D. will substitute for two years of the correctional administrative or related experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages one or more programs that provide for the general administration and operation of the correctional facility. Supervises fiscal affairs, personnel, inmate grievance and similar programs for the general support of the institution. Supervises one or more programs that provide the security and general maintenance of the correctional institution such as supervision of correctional officers, physical plant, clothing and laundry, medical services, food services and engineering maintenance. Supervises one or more programs that provide treatment services for the inmates such as classification, caseworkers, education, recreation and religious programs. Assists the warden in the development and implementation of correctional programs. Provides technical assistance to warden and correctional employees in all assigned program support and operation areas. Prepares reports of program operations and maintains program records. Manages the institution in the absence of the warden. Serves as duty officer for the institution. Performs other duties as may be directed by the warden.

**UNIQUE PHYSICAL REQUIREMENTS:**

Hazardous duties associated with working with adults incarcerated in a medium or maximum security facility.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties within a correctional facility.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.